



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 12, 2021

REGIONAL MEMORANDUM

No. **000448**, s. 2021

**DESIGNATION OF FREEDOM OF INFORMATION RECEIVING OFFICERS
AND DECISION MAKERS**

To: Schools Division Superintendents
Regional Office Functional Division Chiefs
Regional/Division FOI Coordinators
All Others Concerned

1. Attached is a Memorandum dated August 10, 2021 with the subject **Designation of Freedom of Information Receiving Officers and Decision Makers**.
2. The Schools Division Superintendents are directed to comply with the submission of FOI Receiving Officers and Decision Makers per attached template and google drive link indicated in the attached Memorandum on or before **August 27, 2021**.
3. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Enclosure: As stated

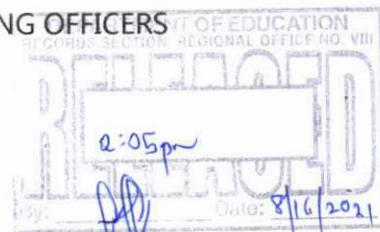
Reference: As stated

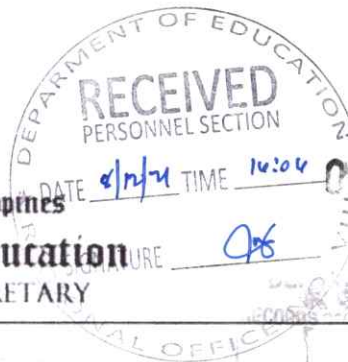
To be indicated in the Perpetual Index
under the following subjects:

DECISION MAKERS
DESIGNATION

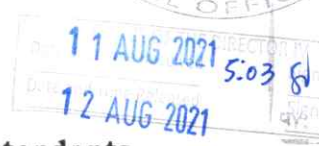
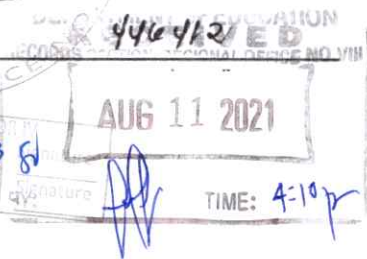
FREEDOM OF INFORMATION
RECEIVING OFFICERS

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Republic of the Philippines
Department of Education
 OFFICE OF THE SECRETARY



MEMORANDUM

TO : Regional Directors
 School Division Superintendents
 Division Chiefs and Unit Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM : *Nepomuceno A. Malaluan*
ATTY. NEPOMUCENO A. MALALUAN
 Undersecretary and Chief of Staff

SUBJECT : Designation of Freedom of Information Receiving Officers and Decision Makers

DATE : August 10, 2021

Towards achieving a smooth implementation of the request and the release of information pursuant to the enclosed DepEd Order No. 19, s. 2021 entitled *Revised Department of Education People's Freedom of Information Manual and Implementing Details*, FOI Receiving Officers (FOI ROs) and FOI Decision Makers (FOI DMs) shall be designated based on Sections VI(B) and VI(C) of the DepEd People's FOI Manual:

- a. For the Central Office, the Secretary shall designate the FOI RO from the Public Assistance Action Center. The Secretary shall also designate an FOI DM as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to fulfill the role, both with ranks of not lower than a Director.
- b. For Regional Offices, Regional Directors shall designate the FOI RO from the Records Section or Public Assistance Unit. Regional Directors shall also recommend an FOI DM as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to fulfill the role, both with ranks of not lower than a Division Chief, whose designations shall be approved by the Secretary.
- c. For Division Offices, Schools Division Superintendents shall designate the FOI RO from the Records Unit. Schools Division Superintendents shall also recommend an FOI DM as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to

(Handwritten initials)
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fulfill the role, both with ranks of not lower than a Division Chief, whose designations shall be approved by the Secretary.

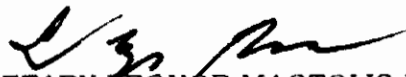
- d. For Schools, School Heads shall designate the FOI RO from the Guidance Counselor's Office or Registrar's Office. School Heads shall also recommend an FOI DM as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to fulfill the role for their respective schools, both with ranks of not lower than Head Teacher, whose designations shall be approved by the Secretary.

All Regional Offices, Division Offices, and Schools are directed to **submit on or before August 27, 2021**, a consolidated list of their FOI ROs for the information of the FOI Committee, and their designated FOI DMs and alternate FOI DMs for the approval of the Secretary, together with their respective positions, office address, office contact number/s, and email address. School Level submissions shall be coursed through their respective Division Offices. The Division Offices shall consolidate all School Level submissions, along with their own submissions. The template for the submission can be accessed through <https://tinyurl.com/foi-template>. The submission shall be done via Google Drive (<https://tinyurl.com/foisubmission>) with the following naming system: **RegionNumber_List-of-FOI-ROs-and-DMs** for the Regional Offices (e.g. RegionI_List-of-FOI-ROs-and-DMs); and **DivisionName_List-of-FOI-ROs- and-DMs** for the Division Offices (e.g. IlocosNorte_List-of-FOI-ROs- and-DMs).

Should there be changes on the list of FOI ROs and DMs in Regional Offices, Division Offices, and Schools, please inform and send the updated list to the FOI Secretariat.

For questions and/or clarifications, please contact the FOI Secretariat through email at foi@deped.gov.ph.

Noted:



SECRETARY LEONOR MAGTOLIS BRIONES

Level of Governance	Region	Division	School	FOI Designation	Last Name, First Name, Middle Initial	Position	Office	Contact Number/s	Email Address
Region	Region I	N/A	N/A	Decision Maker	Dela Cruz, Juan A.	Planning Officer	Public Assistance Unit	(072) 607 8137	juan.delacruz@deped.gov.ph
Division	Region I	Ilocos Norte	N/A	Alternate Decision Maker	Cruz, Jose A.	Information Officer	Records Unit	(072) 607 8233	jose.cruz@deped.gov.ph
School	Region I	Ilocos Norte	Ilocos Norte Elementary School	Receiving Officer	Santos, Rosa B.	Admin Officer	Guidance Counselor's Office	(072) 849 1235	rosa.santos@deped.gov.ph

Approved by:

Name and Signature

Regional Director / Schools Division Superintendent